Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 – Human Resources

Human Resources - 101.00		
S.O.P. # 101.11	**Vacant Shifts - Overtime Policy**	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 07/01/2018	Authorized: William Stephens, Director	

101.11.01   Purpose

To inform personnel of the policies and procedures regarding vacant shifts and distribution of overtime.

101.11.02   General

Overtime compensation is governed by the Charles County Government Personnel Policy and Procedures Manual, Chapter 5 with agreed upon augmentations as signed into effect by the collective bargaining agreement between Local 4658, International Association of Fire Fighters, AFL-CIO and Charles County (CBA). This SOP is a Department of Emergency Services adjunct to Chapter 5 and the CBA.

101.11.03   Policy

1. Vacant shifts will be posted on Snap Schedule 365.
2. Immediate vacancies will be posted and announced on Snap Schedule 365 with secondary announcement via the employee mass notification system as needed.
3. For future vacant shifts:

    a. Shifts will be open for twenty-four (24) hours to all eligible employees,
    b. Shifts will be awarded in the following order:

        i. Part time employees,
        ii. Full time employees:

           • Overtime for all bidders will be evaluated for the applicable pay period. Hours will be awarded to the employee(s) with the least amount of scheduled overtime as of the date the shift is awarded.
           • Preference will be given to employee not working a contiguous shift.

4. Shifts will be awarded in their entirety when possible. If there are no bids for the entire shift, the shift may be split at the discretion of Operations.
5. The Operations Captain reserves the right to adjust and manage the postings as needed for shift coverage and equitable distribution of overtime.
6. Once an employee has been awarded a shift they become directly responsible for that shift's coverage should they no longer become able to fulfill that commitment.

7. Anytime an employee works a shift that is beyond their regularly scheduled work hours, they must complete and submit a *Charles County Department of Emergency Services Overtime Authorization Form* to accompany their time sheet. This includes time worked for EMS as well as Special Operations and/or collateral duty assignments (TEMS, Hazmat, special events, etc).

8. Personnel who fail to submit *Overtime Authorization Forms* with their timesheet may be delayed in their overtime compensation. It is the employee's responsibility to track and submit their time worked and have *Overtime Authorization Forms* verified and signed by the appropriate supervisor.

9. Personnel may not perform shift trades utilizing awarded overtime shifts.

10. Regency Furniture Stadium shifts:

    a. The general practice for filling shifts at the stadium will be based on a first come, first served basis. When a portion of shifts are filled consecutively, shifts will be distributed as equitable as possible based on the number of previously assigned stadium shifts.

101.11.04   Procedure

1. Personnel wanting to place a bid for a vacant shift on Snap Schedule 365 may do so by clicking on "Menu" and "Open shift bidding". Personnel will only see vacancies equal to their employee type. Shifts are listed in chronological order.

2. Partial shift hours may be requested for a vacant shift through the shift bid process outlined above, with the addition of the requested hours being added in the "Open Shift Notes" section of the bid.

3. Immediate vacant shift openings may be acquired via verbal or electronic confirmation with the on-duty Medical or Special Operations Duty Officer.

4. Filled vacancies shall be appropriately documented and updated by the on-duty Medical Duty Officer, Special Operations Duty Officer or by the Operations Captain once the shift has been filled.

5. Management shall be responsible for the accurate and timely upkeep of Snap Schedule 365.